

Annual Requirements for USDA Child Nutrition Programs for 2022-23

For RCCIs without Day Students OR

RCCIs with Day Students that are Non-Pricing and Not Obtaining Eligibility Information

To ensure program compliance, please distribute a copy of this calendar to each staff person responsible for completing the following tasks.

Retain documentation for three (3) years plus the current year of operation for audit compliance.

Requirement	Due Date	Initials	Date Completed
USDA Child Nutrition Program Online Contract Update/renew the USDA Child Nutrition Program Contract with DPI. (https://dpi.wi.gov/school-nutrition/program-requirements/contracts) The contract must be updated before each school year. The school year is defined as July 1 – June 30. Approval of contracts will not begin until after the DPI system roll-over in July. For assistance with contract renewal and specific dates, please reference the Contract Manual . https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/online-contract-manual.pdf	June 10, 2022		
Food Service Management Company, Vended Meals, or Memorandum of Understanding () N/A Submit new Food Service Management Company (FSMC) contract, Vended Meals Agreement, or Joint Agreement (including any applicable renewals) to DPI. Upload the upcoming school year's signed vended meals or joint agreement into the Child Nutrition Program Online Contract. Email, mail, or fax the completed FSMC contract to DPI. DPI approves agreements before the online contract is approved The DPI Templates for Vended Meals Agreement or Memorandum of Understanding (MOU) must be used . For Vended Meals Agreements, a copy of vendor's current restaurant license must be submitted to DPI. If directly entering into a Food Service Management Company contract, RCCIs are required to use a Request for Proposal (RFP) DPI Template (either fixed price or cost reimbursable). (https://dpi.wi.gov/school-nutrition/program-requirements/procurement) The RFP process requires DPI approval at multiple steps and can take an average of three months to complete. Please email dpifsmc@dpi.wi.gov or call 608-267-9228 for additional information and approval.	August 31 Upload the upcoming school year's signed vended meals agreement or MOU into the School Nutrition Online Contract, if applicable. Email, mail, or fax the completed FSMC contract to DPI, if applicable.		
Benefit Issuance List (BI) or Eligibility Documentation List Because an RCCI has frequent fluctuations of enrolled students and students placed in an RCCI do not earn, receive, or retain money while in care the WI DPI School Nutrition Team (SNT) will accept the following documentation for eligibility: <ul style="list-style-type: none"> An RCCI must have a statement on file indicating why students qualify for free meals such as, "All students are wards of the court and placed at this facility. They do not earn, receive, or retain any money while in our care." 	Prior to start of school year Updates are made throughout the year. Update the list as new benefit documentation is received, as new students arrive, and/or when		

Requirement	Due Date	Initials	Date Completed
<ul style="list-style-type: none"> A current attendance record can used in place of a BI list/ED list. 	benefits change due to verification.		
And Justice for All Poster Display an <i>And Justice for All</i> poster in areas where the program is administered (cafeteria, classroom, meal cart). The poster must be posted in a way that is visible and easy to read for program participants. If new or additional posters are needed, please contact the DPI SNT at 608-267-9228 or email dpifns@dpi.wi.gov . Per USDA Memorandum SP 14-2020 , the <i>And Justice for All</i> (AJFA) poster must be prominently displayed at all facilities and locations that distribute meals, which includes meal pick-up locations for students learning virtually. Meals delivered from stationary vans or buses should display the AJFA poster. For vehicles making door-to-door drop deliveries at homes and businesses, the AJFA poster does not need to be displayed.	Prior to start of school year		
Food Safety Plan Conduct annual review of school-level Food Safety Plan(s) and include any necessary updates. (https://dpi.wi.gov/school-nutrition/program-requirements/food-safety) SNT recommends scheduling food safety training for staff and volunteers before the start of the school year.	Prior to start of school year		
Food Service Annual Financial Report (AFR) Complete and submit the Food Service Annual Financial Report for the prior fiscal year (July 1 – June 30). (https://dpi.wi.gov/school-nutrition/program-requirements/reporting) The October lunch claim cannot be entered online until the Food Service Annual Financial Report is submitted.	August 31, 2022 Portal opens first week of July		
Afterschool Snack Program () N/A Complete Afterschool Snack Program Onsite Monitoring Form and keep on file at the RCCI. (https://dpi.wi.gov/school-nutrition/programs/afterschool-snack)	Two reviews each school year. First review required within first four weeks of snack service.		
Civil Rights Training Complete the annual Civil Rights Training for staff involved with USDA Child Nutrition Programs . (https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights). This includes school staff (permanent, temporary, fill-in), volunteers and food service staff. Maintain a copy of the training and attendance log at the RCCI.	Beginning of school year, or prior to start (after July 1, 2022).		
Civil Rights Compliance Self-Evaluation (PI-1441) Complete the Civil Rights Compliance Self-Evaluation Form and keep on file at the RCCI. (https://dpi.wi.gov/sites/default/files/imce/forms/doc/f1441.doc)	October 31		
FNS-10 Report The FNS-10 Report includes enrollment data and the number of approved free and reduced students as of the last day lunch was served in October (https://dpi.wi.gov/school-nutrition/program-	Portal opens November 1		

Requirement	Due Date	Initials	Date Completed
requirements/reporting). The October lunch claim cannot be entered online until FNS-10 data is submitted to DPI.			
FNS-828 Paid Lunch Price Report (PLP) Submit the Paid Lunch Price Report to DPI. (https://dpi.wi.gov/school-nutrition/program-requirements/reporting) The Paid Lunch Price Report includes the most frequently charged student lunch price for each grade level category (elementary, middle/junior high school, high school). Submission of this report is required even if non-pricing. The Paid Lunch Price Report Instructions have been updated. (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/paid-lunch-price-report-instructions.pdf)	Opens November 1 Due November 15		
FNS-742 Verification Collection Report (VCR) The FNS-742 VCR report can be submitted any time between November 1 and February 1. (https://dpi.wi.gov/school-nutrition/program-requirements/verification) Please note, the verification process is required to be completed by November 15. Verification materials and results should be filed at the RCCI. If your RCCI did not receive any USDA Free and Reduced-Price Meal Applications as of October 1, 2021, the verification process is not required, but the VCR is still submitted. In this case, to submit the VCR, complete sections 1-3, section 4 will be all zeros to show no applications were on file as of October 1. Since your RCCI is exempt from the verification process, mark 5-1 for section 5 and submit.	Opens November 1 Due February 1		
Onsite Monitoring Form Only for RCCIs that have more than one school/location where meals are served, as designated within the online contract. A minimum of 50% of schools participating in the SBP must also be monitored annually by February 1, with each school operating the SBP being monitored at least once every two years. Complete monitoring visits and document results, including any follow up, for all sites by February 1 annually. Keep completed monitoring forms on-file at the school site. Complete Onsite Monitoring Form for Breakfast (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sbp-onsite-monitoring.doc) and Onsite Monitoring Form for Lunch . (http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nslp-onsite-monitoring.doc). USDA has created Offsite Monitoring Fact Sheets for Child Nutrition Programs for additional guidance and best practices. (https://www.fns.usda.gov/cn/site-monitoring-fact-sheets-child-nutrition-programs) More Information on onsite monitoring is located on the onsite monitoring webpage. (https://dpi.wi.gov/school-nutrition/program-requirements/on-site-monitoring)	February 1		

Requirement	Due Date	Initials	Date Completed
<p>Summer Food Service Program (SFSP) and School Breakfast Program (SBP) Outreach</p> <p>RCCIs must inform families of the availability of reimbursable breakfasts served under the School Breakfast Program (SBP) (https://dpi.wi.gov/school-nutrition/programs/school-breakfast) at the beginning and throughout the school year. The goal of providing school breakfast outreach is to increase participation in the SBP. Access the School Nutrition Outreach Toolkit (https://dpi.wi.gov/wisconsin-school-meals-rock/school-nutrition-professionals/school-nutrition-outreach-toolkit) through DPI Team Nutrition.</p> <p>All RCCIs are required to inform households before the end of the school year of the availability and location of meals offered through the SFSP. Outreach for SFSP must be completed by all RCCIs regardless of whether SFSP is offered by the RCCI itself.</p> <p>Acceptable outreach activities inform families about the availability and location of summer meals prior to the end of the school year. RCCIs distribute information through means normally used to communicate with households of enrolled students. This may include newsletters, automatic calling and texting services, email, or mailings.</p> <p>Additional information can be found on the Administrative Review (https://dpi.wi.gov/school-nutrition/administrative-review) webpage and the SFSP Outreach Materials (https://dpi.wi.gov/community-nutrition/sfsp/outreach) webpage.</p>	<p>SBP: Beginning and throughout the school year</p> <p>SFSP: Prior to end of the school year</p>		
<p>Professional Standards</p> <p>Complete and log appropriate number of required Professional Standards Training Hours for all school nutrition program staff and non-school nutrition program staff with job duties pertaining to school nutrition programs. (https://dpi.wi.gov/school-nutrition/program-requirements/professional-standards)</p>	June 30		
<p>Local Wellness Policy (LWP)</p> <p>Information on the LWP Content Requirements can be found online. (https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy)</p> <ul style="list-style-type: none"> • RCCIs must annually notify the public regarding policy content. • Recommend to review annually for updates. • Assessment and evaluation of LWP is required at least every 3 years. • RCCIs must also make the assessment available to the public. 	Notify the public of annual policy content and of triennial assessment when completed.		

Ongoing Daily and Monthly Requirements for USDA Child Nutrition Programs

Requirement	Due Date
<p>Complete Daily Menu Production Records. (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning)</p> <p>Production records are required by USDA, but there is no required standardized format. Production records should document what is prepared and served for each meal program (daily production plans, standardized recipes, Child Nutrition Labels or Product Formulation Statements). Maintain production records at RCCI for three (3) years plus the current school year.</p>	Complete daily
<p>Complete and review Daily Participation Edit Check prior to submission of claim for reimbursement. Obtain daily meal counts for each school listed on Schedule A of the online contract. If using an automated accountability system, this process may be built into it. Maintain the monthly edit checks from each school at the RCCI.</p> <p>A manual Daily Participation Record with Edit Check - for RCCIs without day students OR RCCIs with day students that are non-pricing and not obtaining eligibility information, can be found online (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/edit-check-daily-participation-record-non-day-students.docx).</p>	Complete daily, review monthly
<p>Submit monthly claim for reimbursement to DPI via Online Services. Utilize the claim manual for NSLP. (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/site-based-claiming-manual.pdf)</p> <p>Claims for reimbursement cannot be submitted during the claim month of operation. The only exception is the June claim, which can be submitted after the last meal service in June. Please refer to the claiming calendar below for submission deadlines.</p> <p>RCCIs blocked from submitting claims electronically should submit the claim manually before the monthly deadline (see chart below). Fax or e-mail claim to Jacqueline Jordee before the deadline at 608-267-9207 or jacqueline.jordee@dpi.wi.gov.</p>	Monthly

60 Calendar Day Cut-off Deadlines for Submitting Claims for Reimbursement

Claims for reimbursement for meals/milk served under the NSLP, SBP, Afterschool Snack Program (ASP), and Special Milk Program (SMP) must be submitted to DPI online for payment **within 60 calendar days after the end of the claiming period**. Only one claim per program is accepted per payment processing period.

Processing occurs each Tuesday morning, unless that day is a holiday, in which case the processing would happen the following day. Payment processing does not occur the last two weeks of June and the last two weeks of December so that DPI's Business Office can do fiscal and year-end closeouts.

Claiming Month	Last Day for Receipt/Postmark of Claim
January	April 1 (March 31 on leap years)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December	March 1 (February 29 in leap years)

USDA Foods Distribution Program

Please review the [USDA Foods Program Timelines](https://dpi.wi.gov/school-nutrition/usda/timelines) resource for additional information. (<https://dpi.wi.gov/school-nutrition/usda/timelines>).

Information	Due Date	Submit to DPI/File at RCCI
Annual USDA Foods Order Survey Order USDA Foods for the entire upcoming school year.	Late winter (exact dates provided to all School Food Authorities in mailing from DPI USDA Foods Team)	Submit to DPI Annually (https://dpi.wi.gov/school-nutrition/usda)
USDA Foods Fair Share/Bonus Surplus Order	Offered monthly, pending availability	Submit to DPI monthly via Online Services (https://dpi.wi.gov/nutrition/online-services)
USDA Foods Invoice for Total Fees Due Review the monthly USDA Foods invoice and compare to fees deducted from monthly reimbursement claims.	Available monthly online	Review Invoice and file at RCCI (https://dpi.wi.gov/school-nutrition/usda)

Simplified Program Requirements Table

Annual Requirements	Due Date	Initials	Date
USDA Child Nutrition Program Online Contract	June 11		
Vended Meals or Memorandum of Understanding () N/A	Must be uploaded before online contract can be approved		
Food Service Management Company () N/A	Must be approved before online contract can be approved		
Benefit Issuance List	Prior to start of school year and as needed throughout as new documentation is received		
Food Safety Plan	Prior to start of school year		
<i>And Justice for All</i> Poster	Prior to start of school year		
Food Service Annual Financial Report	August 31		
Afterschool Snack Program On-site Monitoring () N/A	Two reviews each school year with first review in first 4 weeks		
Civil Rights Training	Around the beginning of the school year		
Civil Rights Compliance Self-Evaluation (PI-1441)	October 31		
FNS-10 Report	November 1		
FNS-828 Paid Lunch Price Report	November 1		
FNS-742 Verification Collection Report (VCR)	February 1		
On-site Monitoring Form () N/A	February 1		
Summer Food Service Program (SFSP) Outreach	Prior to the end of the school year		
Professional Standards	June 30		
Local Wellness Policy	Annual review and public notification, triennial assessment		

Daily and Monthly Requirement	Due Date
Daily Production Records	Complete daily
Daily Participation Edit Check	Complete daily, review monthly
Submit Monthly Claim for Reimbursement	Monthly

[Wisconsin Department of Public Instruction](http://dpi.wi.gov/school-nutrition)

<http://dpi.wi.gov/school-nutrition>

[Online Services](http://dpi.wi.gov/nutrition/online-services)

<http://dpi.wi.gov/nutrition/online-services>

[School Nutrition Team Personnel Directory](http://dpi.wi.gov/school-nutrition/directory)

<http://dpi.wi.gov/school-nutrition/directory>

[Child Nutrition Reports](https://dpi.wi.gov/school-nutrition/program-requirements/reporting)

<https://dpi.wi.gov/school-nutrition/program-requirements/reporting>

